

# ALFRED J. RODRIGUEZ, M.D.

Medical Director

Texas HealthPresbyterian of Plano ARTS

6130 West Parker Road, Suite 215

Plano, Texas 75093

Phone (972) 981-7800 Fax (972) 981-7814

Appointment date & Time: \_\_\_\_\_

Thank you for scheduling your new patient appointment with Dr. Alfred J. Rodriguez. Please arrive **20 minutes** before your appointment to give our staff ample time to prepare your file. Please download all patient forms at [www.texasivf.com](http://www.texasivf.com). **Please mail or fax all of the enclosed papers filled in completely on both sides 5-7 days prior to your appointment.** If information is not received, your appointment may be cancelled. If insurance information is not received prior to your appointment you will be required to pay for services rendered at your appointment.

**If you have had prior treatment by another physician, please have those records forwarded to Dr. Rodriguez prior to your scheduled appointment.**

Enclosed please find a medical records release form that should be completed and forwarded to your previous physician. Dr. Rodriguez will not have time to review records that are brought the day of your appointment.

Our office allows an hour for your initial appointment. We understand conflicts may arise that would require rescheduling your appointment. We must ask that any cancellations or rescheduling of appointments be handled with more than 24 hours. Cancellation of appointments with less than 24hour notice will incur a fee of \$60.00. This fee will not be covered by your insurance.

We are very honored that you have chosen Dr. Rodriguez as your physician. Our office will do everything in its power to see that you receive the best medical care and most courteous treatment by our staff. If I can be of any assistance, please do not hesitate to call. We have the convenience of voice mail enabling you to leave a detailed message if we are with another patient or email if you prefer, [ajrodriguez@texasivf.com](mailto:ajrodriguez@texasivf.com)

I look forward to meeting you,  
Sincerely,

Valerie Howell  
Office Administrator